

NOAA FORM 56-1 (7-95)		U.S. DEPARTMENT OF COMMERCE NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION		1. ORDER TYPE <i>(Check one)</i> <div style="display: flex; justify-content: space-around;"> <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 </div>	2. ORDER NUMBER 3. DATE OF ORDER
TRAVEL AND/OR ORGANIZATION CHANGE ORDER (Commissioned Officers)					
4. NAME <i>(Last – first – middle initial)</i>		GRADE	SOCIAL SECURITY NUMBER		BUREAU NUMBER/TYPE CODE
5. PURPOSE OF TRAVEL OR ORGANIZATION CHANGE					
6. TYPE OF DUTY: <input type="checkbox"/> PERMANENT SEA <input type="checkbox"/> TEMPORARY SEA <input type="checkbox"/> OPERATIONAL FLIGHT <input type="checkbox"/> OTHER <i>(Specific)</i> <input type="checkbox"/> PERMANENT SHORE <input type="checkbox"/> TEMPORARY SHORE <input type="checkbox"/> PROFICIENCY FLIGHT					
7. ITINERARY <i>(Include starting, intermediate, and ending points)</i>					
8. PERIOD OF TRAVEL <i>(on or about)</i>	BEGINNING DATE	9. ESTIMATED COST	TRAVEL \$		10. APPROPRIATIONS ORGANIZATION CODE TASK NUMBER
	BEGINNING DATE		PER DIEM \$		
			HHE \$		
			DLA \$		
11. PER DIEM RATES FOR BOTH IN AND OUT OF THE UNITED STATES IN ACCORDANCE WITH THE JFTR EXCEPT AS NOTED IN PAR. 4205. <i>(When quarters and/or meals are available and/or furnished, appropriate deductions to be made in accordance with Vol. #1, Chapter 4, JFTR.)</i>			From: ORGANIZATION CODE To: ORGANIZATION CODE <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> AMOUNT a. PRESENT PERMANENT DUTY STATION: b. CHANGE TO: </div> <div style="width: 50%;"></div> </div>		
12. SPECIAL PROVISIONS a. <input type="checkbox"/> Authority is granted to administer, without fee or charge, the oaths required of an appointee in the NOAA Corps. b. <input type="checkbox"/> Travel by privately-owned conveyance at 30 cent per mile is authorized as more advantageous to the Government. This applies to TDY Travel only. c. <input type="checkbox"/> ___ Days of leave en route is authorized in accordance with NOAA Corp Regulations Chapter 6. d. <input type="checkbox"/> COMAIR travel to be tourist or economy class is authorized when available and/or practicable. e. <input type="checkbox"/> Travel by POC is authorized for PCS moves.			REMARKS Servicing Field Finance Office:		
13. AUTHORIZATION BY DESIGNATED AUTHORIZING OFFICIAL.	Travel and transportation are authorized at Government expense under conditions noted herein and in accordance with the Joint Federal Travel Regulations of the Uniformed Services and the Regulations of NOAA. It is hereby certified that travel incurred in the execution of these orders is necessary for the public interest and is not made primarily for the convenience or benefit of the officer.		SIGNATURE TITLE COMPONENT		
14. ENDORSEMENT	DATE/TIME	PLACE	OFFICIAL'S SIGNATURE		
a. DETACHED	(1)				
	(2)				
b. REPORTED	(1)				
	(2)				
15. COPIES TO: <input type="checkbox"/> ALL DESIGNATED PLACES		OTHERS <i>(listing routing codes)</i>			

ORDER WRITING INSTRUCTIONS

This chart indicates when and how the items on this order should be completed for the five purposes indicated:

1. Domestic Travel • 50
2. Foreign Travel
3. Transfer • Travel
4. Transfer • Other (No travel)
Temporary Duty (TDY) only (including travel)
6. Domestic Travel • other

ITEM NO.	EXPLANATION AND/OR EXAMPLE OF ITEM
1	Place "X" in appropriate box for the purpose of this order.
2	For example, 9AZ 000233 should be numbered in accordance with NOAA Finance Services Division instructions.
3	Date order is written
4	Self-explanatory
5	For purpose 3,4 include both present and new assignments E.g., "When detached by Director, AMC. proceed to Seattle, Washington and report to Director, PMC, for assignment on NOAA Ship Pathfinder".
	For Purposes 1,2,6 include all TDY points.
6	Check appropriate box or specify other type of duty.
7	Show complete official itinerary. Intermediate stops, unless official need not be shown.
8	Show dates only for purposes "On or about" normally equals 10 days before or after the beginning and ending date of travel.
9	While amounts are only approximate, strive for accuracy. "DLA" (Dislocation Allowance) is equal to two months Basic Allowance for Quarters (BAQ) and payable only in the case of a Permanent Change of Station (PCS) in accordance with JFTR.
10	Show organization code and task number to which costs in Item 9 are to be charged.
11	Rates should be specified only when an actual expense allowance, or a reduced per diem allowance is authorized, as specified in the JFTR Vol. #1.
13	Self explanatory
14	Traveler should obtain signature of official at old and new station. Include ship and location of ship if appropriate.
15	Indicate special distribution requirements.

SPECIAL INSTRUCTIONS TO OFFICER NAMED IN ITEM 4

1. The dates and times of detached and reporting for all purposes of this order shall be included. Signatures of the supervisors whose organizations are noted in the order shall also be included.
2. Always retain the original copy (#1) for your personal file.
3. Submit an endorsed (dates, times, places and signatures) copy of your order to:
 - a. Appropriate Field Finance Office with your voucher (Standard Form 1012) when travel is involved.
 - b. Commissioned Personnel Center. Copy 2 is specially for this purpose.
4. Non-Temporary storage must be authorized on a separate storage order issued by an authorized Travel and Transportation office.